

MINUTES

Recreation Commission

City of Willoughby Hills

December 6, 2017

CALL TO ORDER: 7:03 PM
PRESENT: Lynn Hallum, Chairman; Jim Walsh, Vice-Chairman; Jeanne Kaston; and
Kristina Zeleznik, Joseph Jarmuskiewicz; Jeff Frucella
ABSENT: Dee Germano, Sandy Grubiss, Kristina Zeleznik
ALSO PRESENT: Marianne Sinkko, Clerk

DISPOSITION OF MINUTES OF November 1, 2017

MOTION: Jim Walsh moved that the Commission approve the minutes.
Seconded by Joe Jarmuskiewicz
Roll call vote: Ayes unanimous w/ two abstention
Motion passes 5/0

CORRESPONDENCE

- 11/29 Email from Kyle M. Overmeyer RE: Resignation
 - Kyle was in attendance and read her letter aloud for the record. She expressed this was a difficult decision. A discussion was opened at this time to deliberate on the current situation. Jim Walsh commended Kyle on the extra hours she had been working to compensate for the lack of a primary Recreation Coordinator, including hours she did not bill to the city. Jim also expressed his concerns with how the Recreation Program will be able to move forward without a replacement for Denise or Kyle. He believes events will have to be cancelled and Community Center rentals will be curtailed. Lynn brought up the issue of Kyle having time to train someone before her last day, given that no replacement has been approved. Lynn spoke about sports upcoming sports registrations and the subsequent issues if they're not able to be handled by the Recreation Office. Kyle offered her continued assistance with the training of a new person, if that person was hired before her resignation date of 12/29. Lynn also mentioned the negative financial impact if Community Center rentals suffer as a result of having no one in the position to manage them. She also stated how the upcoming 2018 events may suffer and suggested an overview at the next meeting to discuss which events may need to be cancelled.

Kyle advised the Spring Craft show needed immediate attention, renewal letters were ready but had not yet been mailed due to her uncertainty the event would take place. Lynn said to mail out the renewal letter, deposits could be returned later if the event was cancelled. Joe asked who would be monitoring correspondence for the Recreation Department, no one knew how that transition would be handled.

Jim asked Kyle how many part-time employees worked at the Community Center. She answered that there are four staff members that work the evenings and weekends.

Jeff Frucella asked how long had it been since the approved applicant had been submitted to the Council for approval. The decision had gone to second reading and been tabled. Given then length of time the applicant was being made to wait, it was mentioned he or she may no longer be interested and has moved on.

Accolades were given at time from the Recreation Commission members to Kyle for her years of service and contributions to the city.

COUNCIL REPRESENTATIVE'S REPORT

No council representative present.

RECREATION REPORT Lynn Hallum read the report in the absence of a recreation director.

- **Sports Programs:** Basketball has started.
- **Pancake Breakfast:** One date for the Recreation Department, March 11, 2018.
- **Community Center & Rental Report** Not yet completed. November's rentals totaled \$5,390.00, which is down from 2016 with a loss of \$1,905.00. The decline is due to no Recreation Coordinator staffed while Kyle was on leave so rentals needed to be limited.
- **Breakfast with Santa** The event is this Saturday, reservations are closed. Thank you for Sharon in finance for handling reservations while Kyle was on leave.
- **Winterfest and Christmas Card Lane** The event was last Sunday. Thank you to all of the volunteers: South High Wind Symphony, Willoughby Hills Fire Department, Skipper from the Lake County Captains and Santa. Thank you to La Vera and Eat-N-Park restaurants for donating the food. The toys donated will be distributed throughout Hallum's Heroes Organization, Forbes House, local churches and Lake County Job and Family Services.
- **Spring Craft Show** The renewal letters are ready to be mailed out. A chairperson is needed for this event, this person will be assigned in January.
- **Easter Party** March 24, 2018. The first subcommittee meeting was held on November 27, 2017. A few changes were suggested for this year, otherwise the event will remain the same. The next subcommittee meeting will be on January 8, 2018 at the Community Center.

460 FUND Report available from October. The most recent unencumbered balance is \$26,427.76 pending the reimbursement from the approved grant money to refurbish the tennis courts.

UNFINISHED BUSINESS

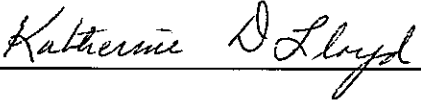
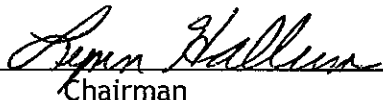
- Recognition for Tom and Bea Horvath: No new developments, still coordinating details with the sports league. Possibly also naming one of the fields after them.
- Concession Stand at Roemisch Field: No new information.
- New Bleachers: Eleven sets are needed, 15 ft. 4 rows high. \$3500.00 each. Joe said they are looking at purchasing 2 per field. Lynn suggested one per field due to the cost.
- Tennis Courts/Pickleball Courts: Kyle received a few phone calls in the falls asking if pickleball courts were being installed. Lynn asked Kyle to forward the pickleball court pricing to her.
- The Roemisch Field Carving No confirmation on completion.
- Other None.

NEW BUSINESS Jim suggested writing a letter to the City Council regarding the position of the Recreation Coordinator. The Commission members agreed a letter should be drafted.

PUBLIC PORTION 7:35 PM open/None/7:36 PM closed.

ADJOURNMENT

Meeting adjourned at 7:36 PM by Lynn Hallum

	
Clerk	Chairman

Date approved: 1-3-2018

Note: Meetings of the Recreation Commission are recorded and recordings are public record.